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C/EXEC

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C/ADMIN

C/ENG

20 July 1967

FILE

EXEC. REG.

MEMORANDUM FOR THE RECORD

SUBJECT: JPRS Contract Files and Procedures

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25X1 Throughout the day met with [redacted]

[redacted] to determine whether there was any current necessity for the card index, the BIFs, and other contract personnel forms to be retained at Headquarters. The discussion will not be recorded here except to summarize the following agreements and procedures:

1. Statement of Earnings and Deductions, Form 1315A - These were formerly filed in the CE files. They are the equivalent of the payroll earnings slip that Staff employees get each pay day. [redacted]

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[redacted] Payroll Branch said any composite information needed by an employee can be gotten from that branch which handles all payments to [redacted] etc. We decided then that the Form 1315A can be destroyed instead of filed in the CE folders as they were previously. However, the form will continue to come to the Publications Division because the Payroll Branch is required to send them.

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2. Index Cards of Independent Contractors - Since a record card is kept by Contract Personnel Division, the contract by the Finance Division, and the complete information by the field office, we decided that the convenience card file kept in the Publications Division could be abolished. Questions concerning dates, etc., may be directed to the Contract Personnel Division and more detailed questions to the individual JPRS field office.

3. Notification of Security Action, Form 1337A - These must be kept in order to protect JPRS. Since they cannot be sent to the field office, [redacted] agrees she can file them in a looseleaf alphabetical file. The current procedure will be for the field office to send in two copies of a BIF. One will be sent to Security and the other will be held in a suspense file until the 1337A comes back. If approved the suspended BIF will be appropriately marked and forwarded back to the field office. The 1337A will be filed.

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4. BIF - Convenience copies of BIFs will no longer be kept in the Publications Division under the above procedures.

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Chief, Administrative Staff, FBIS

cc: Chief, JPRS
Chief, JPRS
Chief, JPRS

25X1 Chief, Publications Division



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